



Overview

The Central Valley Region is the State's largest regional board, encompassing 60,000 square miles, or about 40 percent of the State's total area. Thirty-eight of California's 58 counties are either completely or partially within the Regional Board's boundaries, formed by the crests of the Sierra Nevada on the east, the Coast Ranges and Klamath Mountains on the west, the Oregon border on the north, and the Tehachapi Mountains on the south. Included are 11,350 miles of streams, 579,110 acres of lakes and the largest contiguous groundwater basin in California.

The Regional Board employs nearly 250 permanent, and approximately 40 temporary part-time employees. Of those staff, 20 serve as our Administrative Section team (15 permanent, 5 temporary). The Administrative Section provides administrative support for the management of 18 technical and regulatory programs across 3 offices (Rancho Cordova, Redding and Fresno) within the Central Valley Water Board.

Our Administrative Section staff play a key role in our infrastructure, not only in the day-to-day operations, but also working within the regulatory program areas to ensure that our staffing resources are used efficiently. Our team is responsible for activities that are related to budget projection and tracking, contracting, procurement, managing laboratory services, record keeping, billing, personnel/human resources, recruitment, physical distribution, mail services/electronic content management, vehicle fleet, data management, and logistics. There's a lot of diversity in the types of support we provide on any given day. Some requests seem more prestigious than others, and some require more thought and energy than others, but we strive to apply the highest level of service always.

Goals

The Administrative Section serves to support the Region's mission, initiatives and priorities by providing constant, reliable assistance to our customers, both internally and externally, while applying the highest standards and ethics.

Staffing

There are a total of 15 permanent full-time and 5 temporary part-time positions in the Administrative Section for the Region:

Rancho Cordova: 9 permanent full-time staff, 2 managers, and 3 part-time temporary staff

Fresno: 3 permanent full-time and 1 part-time temporary staff

Redding: 1 permanent full-time and 1 part-time temporary staff

Priority Projects

Our priority projects for the year are to focus on identifying areas of administrative and program support that can be offered to our technical program staff by streamlining processes and providing training/educational opportunities to our team for continued growth and improvement. Specifically we will focus on:

- Developing a more comprehensive reporting tool for training
- Working with State Board on updated and fully revised records retention schedules and subsequent records destruction
- Streamlining the Board Agenda process
- Updating our Operations Procedure Manual which will include incorporating staff expectations and our communications protocol
- Developing a Hiring Guide for managers

Unaddressed Work/Unresolved Issues

Over the past several years, the number of technical staff and regulatory programs has increased significantly without an equivalent corresponding increase in operations and program support services. This has resulted in a low ratio of support staff to technical staff resulting in increased difficulty to provide the appropriate level of support to the technical staff.